

Welcome

The Tompkins County Board of Elections would like to thank you for your commitment to the democratic process. We appreciate all of your hard work.

Our goal is to help Election Day go as smoothly as possible for poll workers and voters. If you ever have problems at your poll site, call us at 274-5522.

Poll Site Managers and Inspectors

- 2 Poll Site Managers per Polling Place (one Democratic and one Republican)
- At least 2 (usually 3) appointed Inspectors per district - at least one Democratic and one Republican.
- All Inspectors and Poll Site Managers must take an oath of office each year. When you sign in on the Electronic Poll Book, you will also be signing your Oath of Office.

Early Voting

Early Voting:

- 9 days of Early Voting beginning October 23.
- Two Locations:
 - Town of Ithaca Town Hall
215 N Tioga St.
Ithaca, NY 14850
 - CFR Bldg Conference Room
72 Brown Rd.
Ithaca, NY 14850
- 60 hours of Early Voting at each site across nine days.

Early Voting



Early Voting is Here!!



Voters now have **nine extra days** to vote prior to the General Election on November 2, at special Early Voting locations. Everyone who is registered to vote in New York State, a resident of Tompkins County, is eligible to vote at one of our two Early Voting sites. Each site is fully accessible to voters with physical disabilities. Voters do not need to have an “excuse” for voting early. Once they have cast their ballot on a machine at an Early Voting site, they will not be able to vote on Election Day.

Locations for Early Voting in Tompkins County:

Town of Ithaca Town Hall
215 N Tioga St
(in downtown Ithaca)

&

Crash Fire Rescue (CFR)
72 Brown Rd (by the
Tompkins County airport)

Both early voting locations will be open the following hours:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Oct. 23	Oct. 24	Oct. 25	Oct. 26	Oct. 27	Oct. 28	Oct. 29	Oct. 30	Oct. 31
9:00 AM to 2:00 PM	9:00 AM to 2:00 PM	9:00 AM to 5:00 PM	12:00 PM to 8:00 PM	7:00 AM to 3:00 PM	12:00 PM to 8:00 PM	9:00 AM to 5:00 PM	9:00 AM to 2:00 PM	9:00 AM to 2:00 PM

Special Ballots for Poll Workers

Special Ballots allow Poll Site Managers and Inspectors to vote in the two weeks prior to Election Day if they are not working at their own polling site. You must come to the Board of Elections office to obtain your application and ballot.

OR

You can vote early. There will be nine consecutive days of Early Voting beginning on October 23.

Election Day Voting

Election Day November 2, 2021

- Polls open from 6 AM until 9 PM
- 36 Polling Places covering 10 municipalities in Tompkins County will be open.

COVID – 19 and Voting in Person

Precautions to Keep our Poll Workers and the Voters Safe.

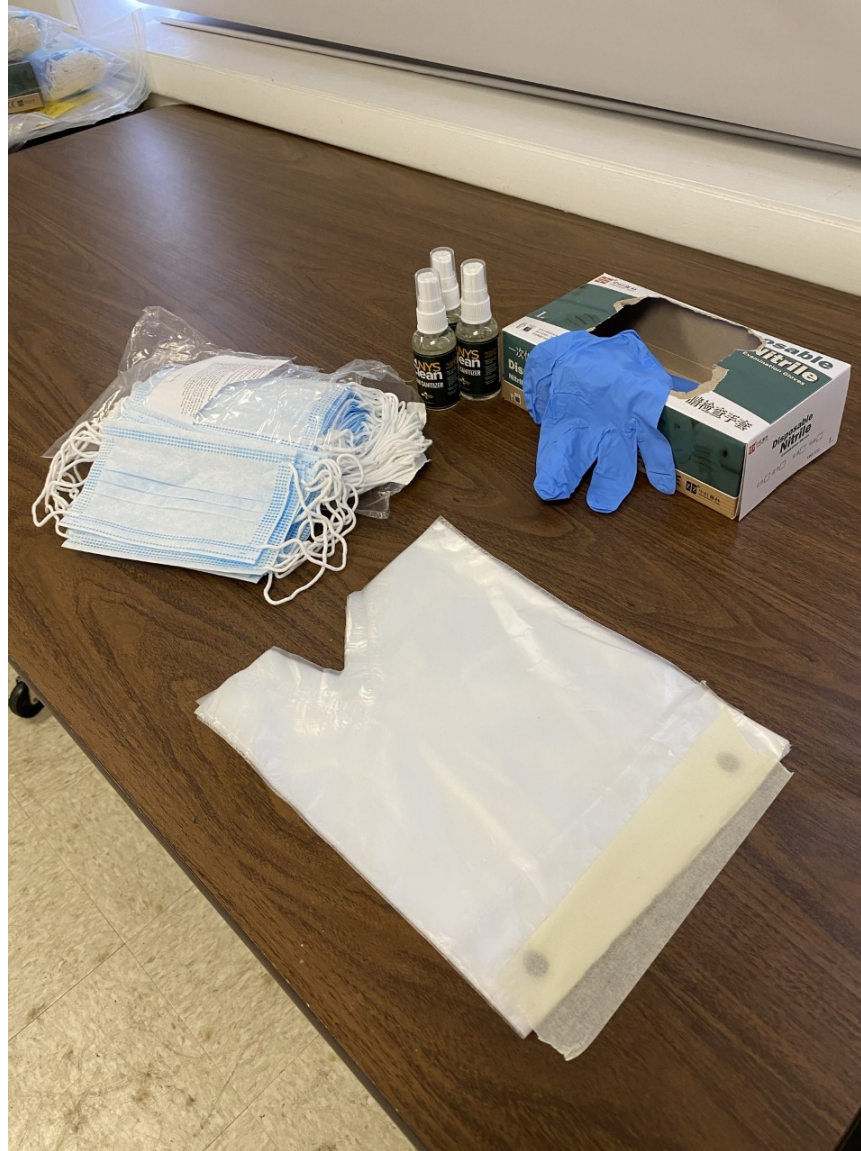
- All voters will be asked to wear a mask inside the polling place (if they do not have one, we can provide them with one).
- All voters will be offered the use of hand sanitizer upon entering the polling place.

COVID – 19 and Voting

Precautions to Keep our Poll Workers and the Voters Safe.

- Election workers will have nitrile gloves available to wear if they choose.
- Election workers will have an abundance of disinfectant wipes to keep surfaces clean.
- Election workers will have their own stylus to use with the Poll Pad while voters will be using the stylus attached to the Poll Pad with a string.

COVID – 19 and Voting



COVID – 19 and Voting

Disposable Masks to Issue to Voters if Needed



COVID – 19 and Voting

Social Distancing in the Polling Place

- We will still be practicing socially distancing guidelines inside our polling places.
- A Poll Worker should be stationed near the entrance to the polling place to greet the voter and offer them a mask if they do not have one. They should offer the voter to use the hand sanitizer.

COVID – 19 and Voting

Social Distancing in the Polling Place

- Poll Workers should wear masks and keep a reasonable distance between each other. One poll worker will operate the Poll Pad while the other poll worker will be distributing ballots.
- All yellow voting booths shall be six feet apart and arranged so that no one can walk behind the voter while they are voting.
- If you run out of space to place voting booths six feet apart, put the extra booth(s) in the corner and do not use them.
- The number of voting booths that you are able to fit in the voting area will dictate the number of voters that will be allowed inside the polling place at any one time.,

Duties of Inspectors

- Processing voters.
- Issuing paper ballots to voters who have signed the electronic poll book.
- Referring voters whose name is not in the electronic poll book to a Poll Site Manager
- Referring voters whose name is in the electronic poll book, but have indicated that they have moved, to a Poll Site Manager
- Re-issuing ballots to voters with spoiled ballots.
- Accounting for all paper ballots and filling out and signing the Opening /Closing Certification and Ballot Log.

Professional Conduct

- Treat all people with respect.
- Address each person in a courteous and professional manner – BOTH Verbally and Non Verbally (non-verbal communication can have more impact than verbal communication).
- Do not make comments or have discussions about ethnic backgrounds, sexual orientation, age, or disabilities of voters or co-workers. Tompkins County has zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group.
- Do not discuss candidates or issues.

Perfumes and Colognes and Smoking

- Out of courtesy to your co-workers, we ask that you not wear any scented perfumes, after shave lotions or colognes when you are working on Election Day.
- If you need to take a break to smoke, you must be at least 50 feet from the building and not in the path used by voters.

Emergency Procedures

- Call us about any situation that you feel may necessitate moving the polling location as soon as it is safe to do so.
- After conferring with the County Board of Elections and emergency services if necessary, determine if you are able to move all the materials to another room in the building.
- IF THE POLL SITE MUST BE VACATED the Poll Site Managers must make certain that everyone gets out safely.
- Remember that emergencies can include an unsafe or uncomfortable working area.
- Let us know immediately if any voter or other person is abusive or threatening. Try to get the person to talk to us on the phone. If they are unwilling to talk to us and you cannot resolve the situation, CALL 911.
- Let us know if you notice anything that makes you feel unsafe or would make the poll site unsafe for voters.

Before the Polls Open

Poll Site Managers should arrive at their poll site 60 minutes before the polls open; 5:00 AM for Primary and General Elections

Both Poll Site Managers must be present before entering the polling place, setting up the site, and the voting machine.

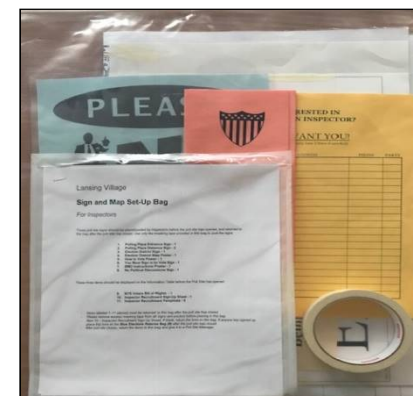
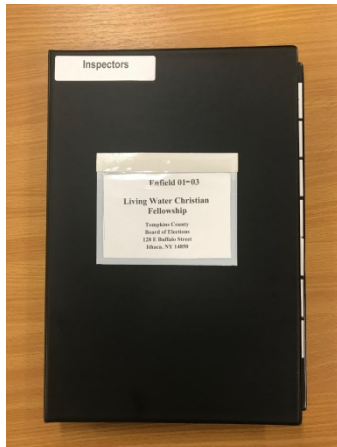
Call us **immediately** at 274-5522 if one of the Poll Site Managers is not there at 5:00 AM

Inspectors should arrive 30 minutes before the polls open; 5:30 AM for Primary and General Elections.

Call us **immediately** at 274-5522 if an Inspector does not show up 30 minutes before the polls are to open.

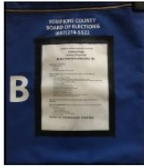







Opening the Polls

- When you arrive, the Poll Site Managers will hand you the Electronic Poll Book (Poll Pad), Inspector Binder, the Blue Elections Returns Bag (B), and the Non Voted Ballots and Stubs Box for your election district along with Map and Sign Bag for the Polling Place.



Poll Opening Checklist

- **Follow this Poll Opening Check List** carefully and your opening should go smoothly.
- It will be located at the front of your Inspector Binder

Poll Opening Checklist for Inspectors				Check off the boxes as steps are completed		OPENING
<p>1 <input type="checkbox"/></p> <p>Open the Blue Election Returns Bag (B) and remove the contents.</p> 	<p>2 <input type="checkbox"/></p> <p>Verify you have the correct ballots for your E.D. Verify the number of ballots against the Opening Certification and Ballot Log.</p> 	<p>3 <input type="checkbox"/></p> <p>Put the ballot pack beginning with #1 on the sign-in table.</p>  <p>Keep the remaining sealed ballot packs and blank BMD ballot paper in the Non-Voted Ballots and Stubs box.</p> 	<p>4 <input type="checkbox"/></p> <p>Review the Poll Opening Zero Report tape with a Poll Site Manager and confirm no one has voted.</p> 	<p>5 <input type="checkbox"/></p> <p>Read and sign the Opening Certification and Ballot Log and place it in the Blue Election Returns Bag (B).</p> 	<p>6 <input type="checkbox"/></p> <p>Remove from the Inspector Sign and Map Set-up Bag items 1-8 and post them using the masking tape provided.</p> <p>Display items 9-11 on the Information Table.</p> 	<p>7 <input type="checkbox"/></p> <p>Set up the Poll Pad(s) following the directions on Tab 3 of the Poll Pad User's Manual (Page 4). It is important to follow the Poll Pad Checklist in order; do not skip around. Remember to set up the printer first.</p> <p>If you encounter a problem with setting up please ask your PSM first.</p>
<p>8 <input type="checkbox"/></p> <p>After the Poll Pads are set up, press the MENU icon; select Poll workers. All Poll workers use this screen to sign in. (User's Manual page 19-22).</p> <p>Press the MENU icon again and select Summary Report. (User's Manual page 43-44) Verify all categories are at zero. Print this Report and put it in the Blue Election Returns Bag (B).</p>	<p>9 <input type="checkbox"/></p> <p>Put your name tag on.</p> 	<p>Notes:</p> <div style="text-align: center;"> <p><u>THE STEPS</u></p> <p><u>ON THIS</u></p> <p><u>CHECKLIST</u></p> <p><u>MUST BE</u></p> <p><u>FOLLOWED</u></p> <p><u>IN ORDER.</u></p> </div>				

Checklist Item 1

- Open blue bag labeled **Election Returns Bag** and remove its contents.

Any document that you or the voter writes upon during the election will go into the Election Returns Bag (spoiled or abandoned ballots are the only exception).

On the outside of the bag, there is a list of the items that you should be putting in the Election Returns Bag. You should be putting items in the bag throughout the course of the day.

The blue Election Returns Bag comes back to the Board of Elections on Election Night.



2

- Open the **Non Voted Ballots and Stubs Box** for your election district. Verify the number of ballots received and that everything is correct as listed on the **Opening Certification and Ballot Log**



TOMPKINS COUNTY BOARD OF ELECTIONS OPENING CERTIFICATION AND BALLOT LOG

March 18, 2014
Kendal at Ithaca
Cayuga Heights Village

On this day, BEFORE THE POLLS OPENED TO THE PUBLIC for voting,
WE DO HEREBY CERTIFY that:

- ☐ The CANDIDATE NAMES and BALLOT PROPOSALS all appear to be the SAME on: the sample ballot, the ballot booklets, and the open polls tape produced by the voting machine for our Election District (ED).
- ☐ The ELECTION DISTRICT listed on the ballot booklets, and the poll books is the SAME as the ELECTION DISTRICT at the top of this page.
- ☐ The PUBLIC COUNTER and all CONTEST COUNTERS on the open polls tape are at ZERO.
- ☐ All of the ballots have been accounted for per the following schedule:

Ballot ID: 1000

Number of Ballot Packs: 1) 8; Ballots are numbered from #1 to # 400
Total Number of Ballots in each Pack: 2) 50
Number of Sheets of blank Ballot Paper: 3) 5
Total Ballots: 4) 405

If there is a discrepancy with any of the above statements,
contact the Board of Elections immediately at 607-274-5521

- ☐ We have inventoried all necessary forms to be completed by us throughout Election Day, in accordance with the instructions provided to us by the Tompkins County Board of Elections.
- ☐ We have prepared for the Opening of the Polls in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
Give to POLL SITE MANAGER to be returned with Elections Returns Bag.

3

- Put the **ballot pack** that begins with #1 on the sign-in table.
- Keep the remaining sealed ballot packs and blank BMD Ballot Paper in the **Non-Voted Ballots and Stubs Box**.



4

- Review the **Poll Opening Zero tape** from the voting machine with a Poll Site Manager and confirm that no one has voted.

Onondaga
Cicero ballot
Tuesday, January 29, 2008

Tabulator Name
Tab AHS

Tabulator ID:
2

Voting Location
Albany High School

Precinct
ED 1

Total Scanned : 0
Total Voters : 0

Unit Model : ICP (Rev 103)
Unit Serial : NYJAB810194
Protective Counter: : 6
Software Version : 1.24.0

Certification

Name

Signature

Name

- Read and sign the **Opening Certification and Ballot Log**

TOMPKINS COUNTY BOARD OF ELECTIONS
OPENING CERTIFICATION AND BALLOT LOG

March 18, 2014
Kendal at Ithaca
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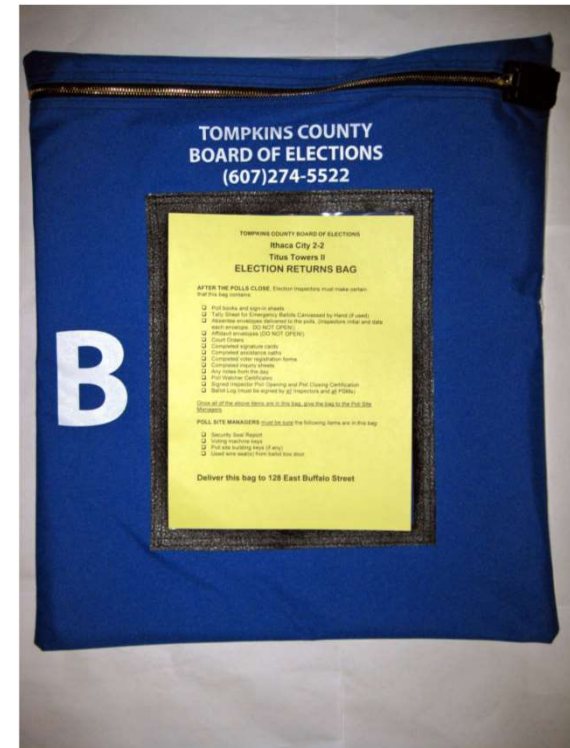
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PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

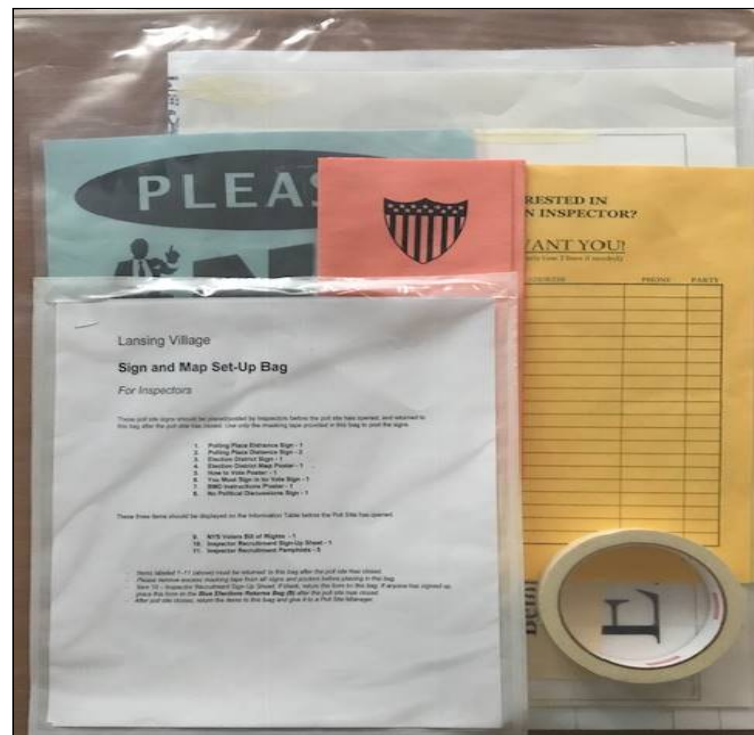
In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
Give to POLL SITE MANAGER to be returned with Elections Returns Bag.

Place the Opening Certification and Ballot Log in the **Election Returns Bag**.



6

- Remove from the Inspector **Sign and Map Set-Up Bag** items 1-8 and post them using the masking tape that is provided.
- Display Items 9-11 on the Information Table.



7

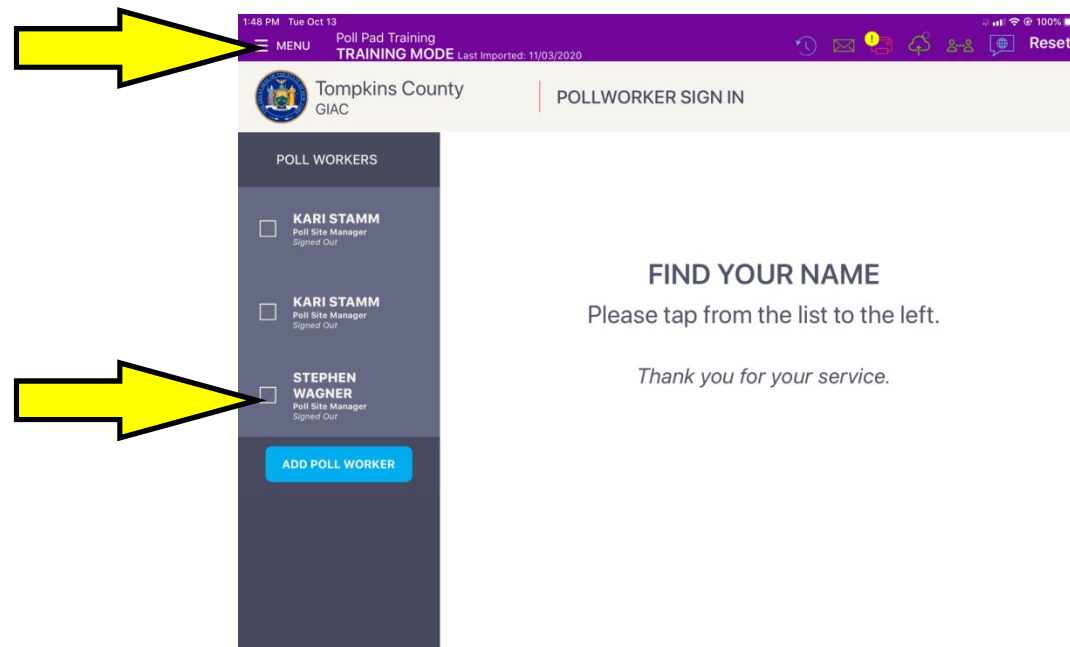
Set up the Poll Pad(s) following the directions which are on page 4 of the Poll Pad User's Manual. This manual can be found under Tab 3 in the black Inspector's Binder. It is important to follow the Poll Pad Checklist in order; do not skip around.

Remember to set up the printer first.




If you encounter a problem with setting up please ask your PSM for help.

- After the Poll Pads are set up, press the MENU icon; select Poll workers. All Poll workers use this screen to sign in and their Oath of Office.



1:48 PM Tue Oct 13
Poll Pad Training
TRAINING MODE Last Imported: 11/03/2020


Tompkins County
GIAC

POLLWORKER SIGN IN

CANCEL
SIGN IN

POLL WORKERS

☐ **KARI STAMM**
Poll Site Manager
Signed Out

☐ **KARI STAMM**
Poll Site Manager
Signed Out

☐ **STEPHEN WAGNER**
Poll Site Manager
Signed Out

ADD POLL WORKER

Wagner, Stephen
Party: **Democratic**
418 CASCADILLA ST

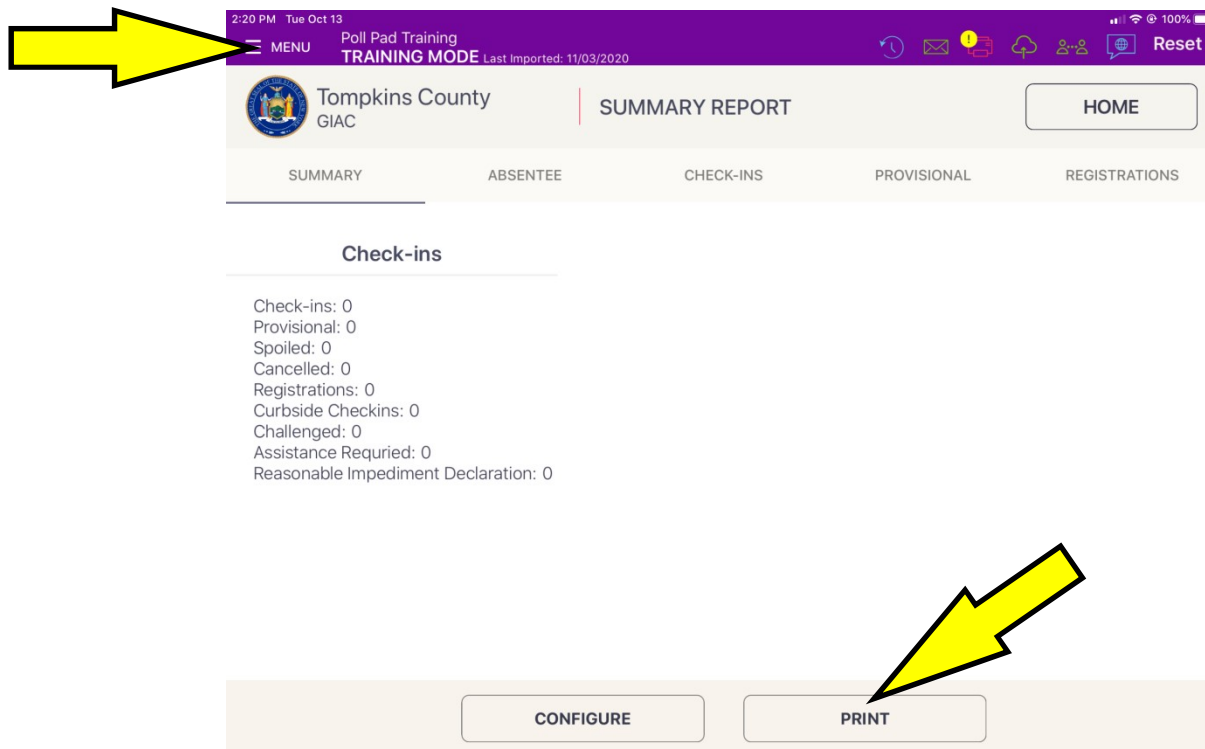
LISTEN TO OATH

CLEAR SIGNATURE

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and I will faithfully discharge the duties of the office of INSPECTOR OF ELECTIONS or CLERK in and for this County to the best of my ability.

X

- Press the MENU icon again and select Summary Report.(User`s Manual page 43-44) Verify all categories are at zero. Print this Report and put it in the **Blue Election Returns Bag (B)**.



- Write your name on your Inspector Badge and then put it on.



That's it!

- You're now ready to begin signing in voters.



Poll Watchers

Poll Watchers must present a poll watcher certificate to each election district upon arrival at the poll site.

Poll Watchers may:

- Be present at the polls from 15 minutes before opening until the signing of the certification report after the polls have closed.
- Observe proceedings.
- Be given information as to who has voted.
- Challenge any person whom they feel is not qualified to vote.

Poll Watchers may NOT:

- Electioneer.
- Disrupt proceedings.
- Talk to voters.
- Sit at the Inspector table.

A Candidate Cannot Serve as a Poll Watcher

Poll Watcher Certificate

WATCHER CERTIFICATE FOR USE ON ELECTION DAY

Section 8-500, NYS Election Law

I, the undersigned, being a candidate for _____ in
(Name of Office)
_____, do hereby appoint
(Political Subdivision and District)
_____, of the County of Tompkins, to be
(Name of Watcher)
a watcher in the General Election to be held on November 5, 2013, in the _____ Election District,
in the Town of _____ of Tompkins County.

(Signature of Candidate)

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates' names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examination of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

Electioneering

- Poll Site Managers and Inspectors should be aware of electioneering within the 100 Ft. distance markers (from entrance of polling place). Obvious forms of electioneering include handing out political brochures, or wearing buttons or clothing with a candidate's name or issue emblazoned upon them. Discussions relating to any campaign or issue is prohibited.

Be aware of the more subtle forms of electioneering
(sometimes even in the possession of a poll worker):

- Newspapers with articles about candidates or issues.
- Books, pamphlets, tee shirts/clothing with a candidate's name, slogan or party reference on them.
- Only authorized persons are allowed in the polling place at any time: Voters waiting to vote or voting; certified Poll Watchers; Poll Workers
- NO LOITERING IS PERMITTED

Voter Privacy

Voting with paper ballots has had a major effect on the privacy a voter is afforded while casting his/her vote. Election Workers must take many precautions to ensure the utmost privacy for each voter.

- Poll Site Managers will issue a yellow privacy folder to each voter as they enter the polling place.
- Encourage the voter to insert their ballot face down into the scanner to help make their vote private.
- All of the yellow voting booths must be positioned so that people cannot walk behind a voter as they are marking their ballot. They should be 6 feet apart.
- Whenever an inspector is dealing with a “spoiled” ballot they must be extra careful not to look at how the ballot was marked.

Disability Awareness

Never assume a voter requires assistance, even though they appear to have different abilities.

General Guidelines

- If you think a voter may need assistance, ask how you can be helpful, and listen to and respect the voter's answers.
- Relax, do not be afraid to ask questions if you are unsure about what to do.
- If a voter is assisted by an aide, Make eye contact and speak directly to the voter, not the aide or anyone else
- Be patient, take as much time as is necessary.

Disability Awareness

Guidelines for Specific Disabilities

Hearing Impairments

- Make eye-contact and speak directly to the voter (not his or her companion). Speak clearly and use short simple sentences. Do not shout.
- Rephrase don't repeat your statements. Sometimes different words are heard and understood better than others.
- Have a pad of paper ready for written communication.
- Keep your hand or other objects away from your mouth and do not chew gum.

Disability Awareness

Guidelines for Specific Disabilities

Speech Impairments

- If you do not understand something, do not pretend you did. Ask the voter to repeat and then repeat it back to make sure you understand correctly. Try to ask questions that require short answers or a nod of the head.
- Do your best to understand the voter but if you continue to have difficulty, ask if the voter can suggest another option for communicating. The voter may often write the question but do not assume that is what the voter should do.
- Do not become impatient or finish sentences for the voter.

Disability Awareness

Guidelines for Specific Disabilities

Mobility Impairments

- Try to place yourself at eye level but do not hover over the voter.
- Do not lean on a wheelchair or other assistive device.
- Do not assume a person that uses a wheelchair wants to be pushed.
- Poll workers are not to push voters or physically help voters.
- Keep the poll site free of clutter or barriers in the path of voters.

Disability Awareness

Guidelines for Specific Disabilities

Visual Impairments

- Identify yourself to the voter (your name, role, and how you can assist the voter). Verbalize what you are doing to help e.g. (I'm locating your name on the voter list)
- Let the voter locate you by the sound of your voice. Do not touch the voter.
- Offer all instructions and assistance verbally. Tell the voter of any obstacles in his or her path
- Notify the voter if you are leaving him or her alone.

Disability Awareness

Guidelines for Specific Disabilities

Cognitive Impairments

- Be patient, flexible, and supportive. Take the time to understand the voter and make sure the voter understands you. Do not try to finish the voter's sentences.
- Try to limit distractions and keep things simple; take one task at a time.
- Offer assistance completing the form or understanding written instructions and provide extra time for decision making.

Disability Awareness

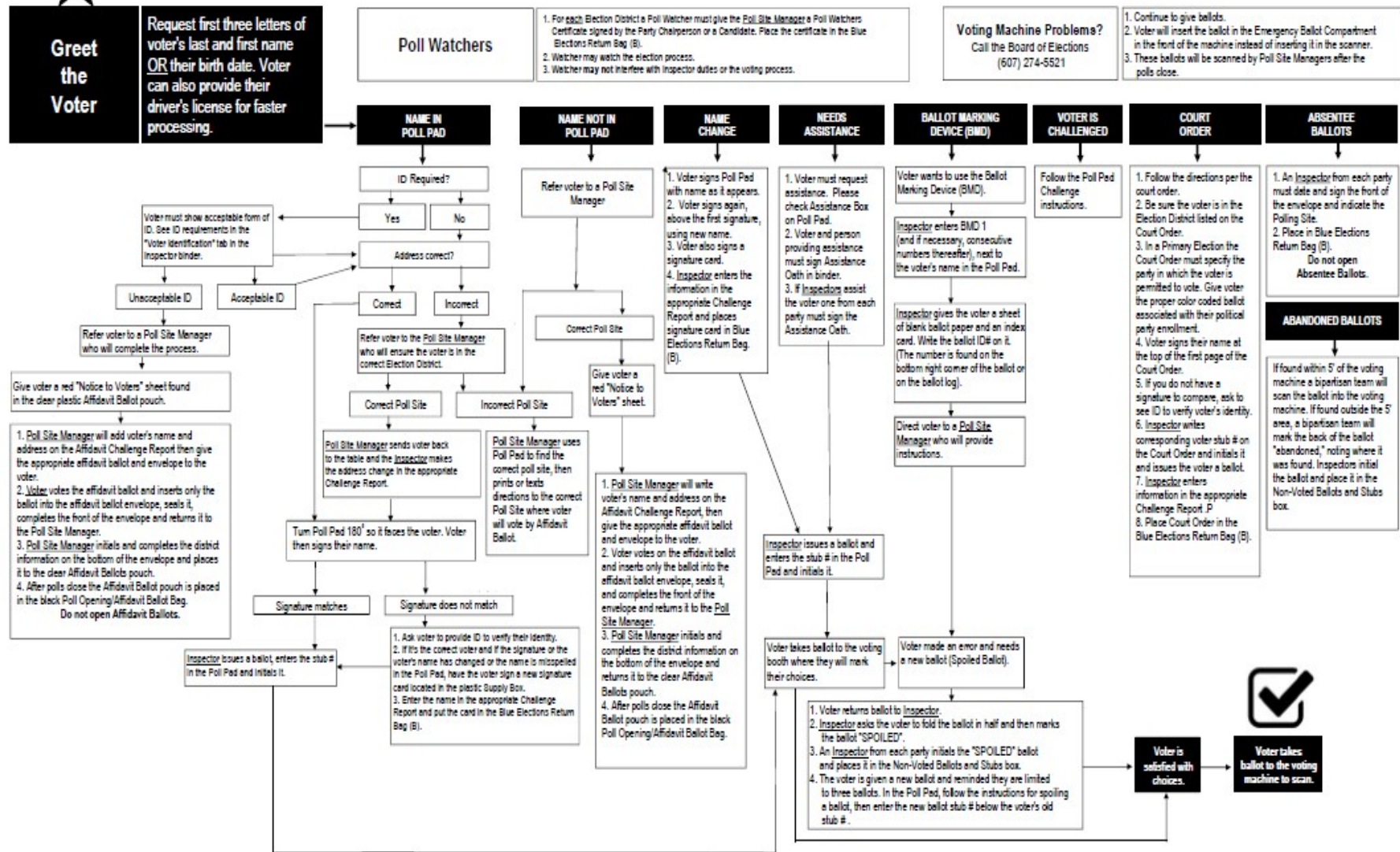
Guidelines for Specific Disabilities

Service Animals

- Many people use service animals for reasons that may not be apparent.
- Dogs are permitted to serve as service animals in New York State.
- Service animals are NOT required to wear identification such as a vest or bandana. If a voter says an animal is a service animal, it is permitted into the polling place. You cannot inquire as to why the voter has a service animal. Do not touch or interact with the service animal.

Flow Chart

Early Voting and Election Day Flow Chart - for Poll Site Managers and Inspectors



Poll Pad



1 Power Button

2 Home Button

3 Poll Pad & Plastic Shell

4 Stand Arm

5 Poll Pad Base

6 Camera

7 ID Tray

Election Day Procedures

Voter's Name is IN the Poll Book:

- The Inspector should greet the voter and ask for first three letters of their last name and first three letters of their first name.
- Find the voter's name in the electronic poll book.
- **Confirm that the voter's address in the electronic poll book is correct.**
- If the address is not correct, do NOT have the voter sign the electronic poll book. Refer the voter to a Poll Site Manager to determine whether the voter still lives in the Election District that you are processing voters for.

Election Day Procedures

Voter's Name is IN the Poll Book:

- Make sure ID is not required.
- **Turn the electronic poll book around so that it faces the voter,** and have the voter sign their name in the electronic poll book using the stylus.
- ONLY the voter can sign their name in the Poll Book. Do not let Powers of Attorney or any other person sign the Poll Book for the voter.
- If the voter's signature has significantly changed or does not match the digitized signature in the electronic poll book, ask the voter for identification so that you can be sure that the voter is the person who just signed the electronic poll book.

Election Day Procedures

Voter's Name is IN the Poll Book:

- When prompted, enter the ballot stub number in the designated space in the electronic poll book.
- Gently remove the ballot from the ballot pack and hand the voter the paper ballot.
- If there is a proposition on the back of the ballot, tell the voter to “Look at both sides of the ballot” as you hand them the ballot” Do not elaborate. If they ask why, say nothing more than “the ballot has two sides”.

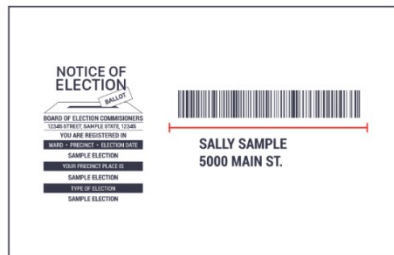
Voter's Name is in Poll Book

10:46 AM Fri Aug 21 19GE **TRAINING MODE** Last Imported: 11/05/2019       **Reset**

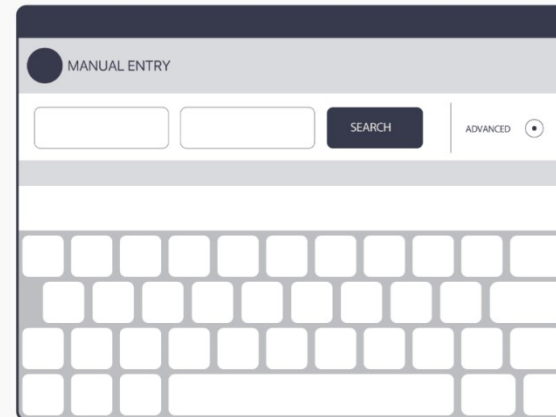
Tompkins County
GIAC

Precinct Records: 0
Checkins: 0 (SB: 0)

Countywide Records: 30000
Config. Profile: 2.5.1_02 Election Day



Voter Notification Card



SCAN BARCODE



MANUAL ENTRY

Voter's Name is in Poll Book

Henrik Dullea

11:39 AM Tue Oct 5 2021 Special Training Election
MENU TRAINING MODE Last Imported: 10/18/2021

Tompkins County
Lehman Alternative
Community School

Precinct Records: 1381
Checkins: 1 (SB: 0)

ADD AFFIDAVIT START OVER

DUL HEN Search ADVANCED SEARCH

SEARCH RESULTS: 1

Dullea, Henrik N
10/27/1977 - Democratic
409 WARREN PL, ITHACA, NY 14850
VOTER ID: 234192

Lehman Alternative
Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000

Voter's Name is in Poll Book

11:39 AM Tue Oct 5 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

MENU

Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION

GO BACK

ACCEPT

Verify voter information and tap accept to continue

SPEAK

Henrik N Dullea

DOB: [REDACTED]

409 WARREN PL, ITHACA, NY 14850

Voter ID:	Status:	Party:	Precinct:	Split:	Reg. Date:
234192	Active	Democratic	Ithaca City 001001	125	1991-07-24

Provisional


Registration

Administer Oath

Voter's Name is in Poll Book

11:39 AM Tue Oct 5 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

MENU

 **Tompkins County**
Lehman Alternative
Community School

**SIGNATURE
CONFIRMATION**

GO BACK

DONE SIGNING

Have voter sign and select DONE SIGNING.

Henrik N Dullea
Party: Democratic
409 WARREN PL, ITHACA, NY 14850
Precinct: Ithaca Split: 125
City 001001

LISTEN TO OATH

CLEAR SIGNATURE

x _____

I swear or affirm that I reside at the address above and am eligible to vote in this election.

Henrik N Dullea

Voter's Name is in Poll Book

11:39 AM Tue Oct 5 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

MENU

Tompkins County
Lehman Alternative
Community School

POLL WORKER
CONFIRMATION

START OVER

SUBMIT

CONFIRM THE VOTER'S INFORMATION

Henrik N Dullea
409 WARREN PL, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Active

Party: Democratic
Ballot Style: 1000

Signature on File

Signature on Election Day

Initial

☐ Challenge Report ☐ Assistance Required

Voter's Name is in Poll Book

11:39 AM Tue Oct 5 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

MENU

Tompkins County
Lehman Alternative
Community School

Ballot Scanner

GO BACK

SUBMIT

BALLOT STYLE: 1000

2



Enter Ballot Number

1 2 3 4 5 6 7 8 9 0

€ £ ¥ ¤ ^ [] { } @ # \$ % & * () ' " continue

#+= § | ~ ... \ / < > ! ? #+=

ABC globe [] undo ABC keyboard

Voter's Name is in Poll Book



Henrik N Dullea

Processed Successfully

Ballot Style 1000 Precinct: Ithaca City 001001 Split: 125

Touch anywhere on the screen to continue.

When You Can Ask for ID

You Can ask for Identification Under Two Conditions:

1. The voter's signature does not resemble the signature you are comparing it to

OR

2. You are prompted that ID is required when you open the voter's record on the Poll Pad

The screenshot shows a mobile application interface for a 2021 Special Training Election. At the top, a purple header bar displays the time (11:45 AM), date (Tue Oct 5), and election name. Below this, a white bar shows the location: Tompkins County, Lehman Alternative Community School. A blue banner with the text "ID Required" is prominently displayed, with a yellow arrow pointing to it. The voter's name, "Holborow, Richard H", is shown in large text, followed by their address and precinct. To the right of the voter information are three buttons: "VALID ID", "ID UNAVAILABLE", and "ID REFUSED". Below the voter information, a message states that the voter must show identification before signing the poll book, followed by a list of acceptable forms of ID: Driver's License/Non-Driver's License ID, Student ID, Passport, Pistol/Firearm Permit, Pilot's License, Military Identification, and Government Identification. A final note mentions that many other types of identification are acceptable and provides a contact number for questions.

11:45 AM Tue Oct 5
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021
Reset

Tompkins County
Lehman Alternative
Community School
GO BACK

ID Required

Holborow, Richard H
[REDACTED] - Democratic
505 HECTOR ST, ITHACA, NY 14850
Precinct Ithaca City 001001, Split 125

The voter MUST show identification before they may sign the poll book.
Acceptable forms of ID include:

- Driver's License/Non-Driver's License ID
- Student ID
- Passport
- Pistol/Firearm Permit
- Pilot's License
- Military Identification
- Government Identification

Many other types of identification are also acceptable. If you have questions contact the BoE at 274-5522

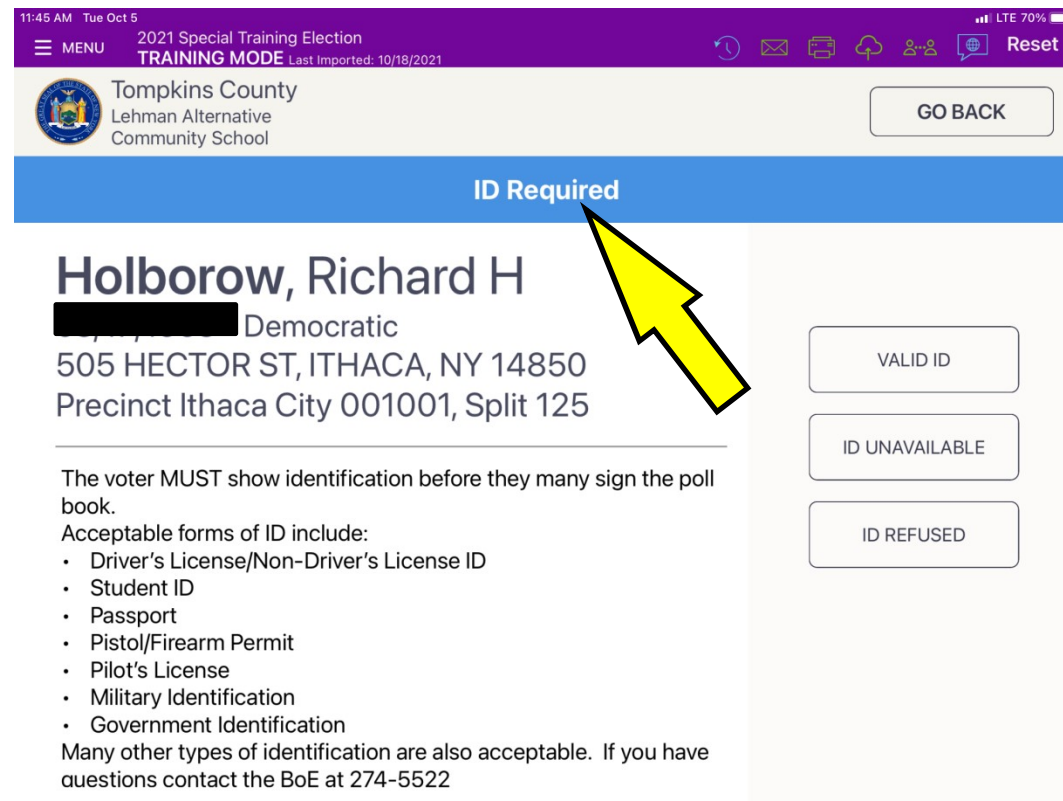
VALID ID
ID UNAVAILABLE
ID REFUSED

Election Day Procedures

Voter's Name is IN the Poll Book:

When ID is Required:

- In a few instances, a voter may be required to show identification before they can sign the poll book and vote. If a voter is unable to provide an acceptable form of identification, the only way they can vote is by affidavit ballot.



The screenshot shows a mobile application interface for the 2021 Special Training Election. The top status bar shows the time as 11:45 AM on Tuesday, October 5, with LTE signal and 70% battery. The app header is purple and contains a menu icon, the election name, 'TRAINING MODE', and a 'Last Imported' date of 10/18/2021. Below the header, the location is identified as Tompkins County, Lehman Alternative Community School, with a 'GO BACK' button. A prominent blue banner reads 'ID Required'. A yellow arrow points to this banner. Below the banner, the voter's name 'Holborow, Richard H' is displayed, followed by a redacted address and precinct information. To the right of the voter information are three buttons: 'VALID ID', 'ID UNAVAILABLE', and 'ID REFUSED'. Below the voter information, a text block states that voters must show identification and lists acceptable forms: Driver's License/Non-Driver's License ID, Student ID, Passport, Pistol/Firearm Permit, Pilot's License, Military Identification, and Government Identification. It also provides contact information for the Board of Elections (BoE) at 274-5522.

11:45 AM Tue Oct 5
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021
Tompkins County
Lehman Alternative
Community School
GO BACK
ID Required
Holborow, Richard H
[REDACTED] Democratic
505 HECTOR ST, ITHACA, NY 14850
Precinct Ithaca City 001001, Split 125
VALID ID
ID UNAVAILABLE
ID REFUSED
The voter MUST show identification before they may sign the poll book.
Acceptable forms of ID include:
• Driver's License/Non-Driver's License ID
• Student ID
• Passport
• Pistol/Firearm Permit
• Pilot's License
• Military Identification
• Government Identification
Many other types of identification are also acceptable. If you have questions contact the BoE at 274-5522

ID Required

- **Acceptable Voter Identification;**
 - Driver's license/non-driver's license ID card.
 - Student ID.
 - Passport.
 - Pistol/firearm permit.
 - Pilot's license.
 - Military identification.
 - Government identification.
- Many other types of identification are acceptable. If you have any questions, contact the Board of Elections.

ID Required

- If the voter is unable to provide ID, you cannot proceed on the Poll Pad. Refer the voter to a Poll Site Manager who can explain the voting options.

Election Day Procedures
ADDRESS CHANGE

Address Changes

If the voter's name is in the Electronic Poll Book, but the residence address the voter lives at is different than the address you have in the Poll Book:

- Refer the voter immediately to a Poll Site Manager who will verify where the voter should vote. Do not let the voter sign their name in the Electronic Poll Book or issue them a ballot.
- If they do not live in the ED where you are working, the Poll Site Manager will direct the voter to the correct Polling Place.

Election Day Procedures **ADDRESS CHANGE**

If the Poll Site Manager determines that the voter's new address is in the ED that you are working in, they will instruct the voter to return to you:

- At that point, you can let the voter sign the Electronic Poll Book and issue them a ballot.
- Then, write their new address in Section I of the Challenge Report which can be found in your inspector binder.

Voter's Name is in the Poll Book

ADDRESS CHANGE


Enter the address change information
into Section I of the Challenge Report

SECTION I NAME OR ADDRESS CHANGE	SECTION III ASSISTANCE PROVIDED
NAME: <u>WADE WYKSTRA</u>	NAME: _____
ADDRESS: <u>205 WARREN PL</u>	ADDRESS: _____
VOTER ID #: <u>216835</u>	VOTER ID#: _____
NEW NAME: _____	REASON FOR ASSISTANCE: _____
NEW ADDRESS: <u>401 CLIFF PARK RD</u>	
NAME: _____	PERSON PROVIDING ASSISTANCE
ADDRESS: _____	NAME: _____
VOTER ID #: _____	ADDRESS: _____
NEW NAME: _____	VOTER ID#: _____
NEW ADDRESS: _____	REASON FOR ASSISTANCE: _____
NAME: _____	
ADDRESS: _____	PERSON PROVIDING ASSISTANCE
VOTER ID #: _____	NAME: _____
NEW NAME: _____	ADDRESS: _____
NEW ADDRESS: _____	VOTER ID#: _____
	REASON FOR ASSISTANCE: _____
	PERSON PROVIDING ASSISTANCE
	NAME: _____
	ADDRESS: _____

Voter's Name is in the Poll Book Name Change

Name Change from Paulette Manos to Paulette Jones

10:20 AM Wed Oct 20 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

 Tompkins County
Lehman Alternative
Community School

Precinct Records: 1381
Checkins: 0 (SB: 0)

START OVER


MAN PAU Search ADVANCED SEARCH

Q W E R T Y U I O P
A S D F G H J K L search
Z X C V B N M , . ?
. ? 1 2 3 4 5 6 7 8 9 0

Voter's Name is in the Poll Book Name Change


Touch your stylus to anywhere in the white background to bring up her record

10:20 AM Wed Oct 20
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021
Reset

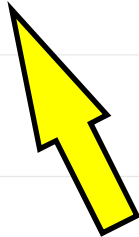
 **Tompkins County**
Lehman Alternative
Community School
Precinct Records: 1381
Checkins: 0 (SB: 0)
ADD AFFIDAVIT START OVER

MAN PAU Search ADVANCED SEARCH

SEARCH RESULTS: 1

 **Manos, Paulette V**
[REDACTED] Democratic
265 WESTWOOD KNLS, ITHACA, NY 14850
VOTER ID: 204456

Lehman Alternative
Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000



Voter's Name is in the Poll Book Name Change

Confirm the voter's information, then hit the button that says "Accept".

10:20 AM Wed Oct 20 2021 Special Training Election
MENU TRAINING MODE Last Imported: 10/18/2021

Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK

Paulette V Manos
DOB [REDACTED]
265 WESTWOOD KNLS, ITHACA, NY 14850

Voter ID:	Status:	Party:	Precinct:	Split:	Reg. Date:
204456	Active	Democratic	Ithaca City 001001	125	1989-10-12

Provisional Registration Administer Oath

Voter's Name is in the Poll Book Name Change

Have the voter sign their old name and above it, have them sign their new name. When they have signed both names, hit the button that says “Done Signing”

10:22 AM Wed Oct 20
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021
MENU
Tompkins County
Lehman Alternative
Community School
SIGNATURE
CONFIRMATION
GO BACK
DONE SIGNING
Reset

Have voter sign and select DONE SIGNING.

Paulette V Manos
Party: **Democratic**
265 WESTWOOD KNLS, ITHACA, NY 14850
Precinct: Ithaca
City 001001
Split: 125
LISTEN TO OATH
CLEAR SIGNATURE

Paulette Jones

Paulette Manos

x

I swear on affirmation that I am eligible to vote in this election.

Voter's Name is in the Poll Book Name Change

After comparing her old signature to the one we have on file, write your initials in the square box and hit the button that says "Submit" .

The screenshot shows a mobile application interface for a 2021 Special Training Election. The header is purple and contains the text "2021 Special Training Election", "TRAINING MODE", and "Last imported: 10/18/2021". Below the header, the user is identified as "Tompkins County", "Lehman Alternative", and "Community School". The screen is titled "POLL WORKER CONFIRMATION" and has two buttons: "START OVER" and "SUBMIT". A yellow arrow points to the "SUBMIT" button. Below the title, the text "CONFIRM THE VOTER'S INFORMATION" is displayed. The voter's name is "Paulette V Manos", with address "265 WESTWOOD KNLS, ITHACA, NY 14850", precinct "Ithaca City 001001", split "125", status "Active", party "Democratic", and ballot style "1000". There are two signature boxes: "Signature on File" (a blacked-out box) and "Signature on Election Day" (a box containing a handwritten signature). Below these is a box for "Initial" with a handwritten signature. At the bottom left, there is a checkbox labeled "Assistance Required".

10:22 AM Wed Oct 20
MENU 2021 Special Training Election
TRAINING MODE Last imported: 10/18/2021
Tompkins County
Lehman Alternative
Community School
POLL WORKER
CONFIRMATION
START OVER SUBMIT
CONFIRM THE VOTER'S INFORMATION
Paulette V Manos
265 WESTWOOD KNLS, ITHACA, NY 14850
Precinct: Ithaca City 001001 DOB: [REDACTED]
Split: 125 Voter ID: 204456
Status: Active
Party: Democratic
Ballot Style: 1000
Signature on File
Signature on Election Day
Initial
Assistance Required

Voter's Name is in the Poll Book Name Change

Then enter the Ballot Stub Number and hit the button that says "Submit".

10:23 AM Wed Oct 20

MENU 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

Reset

Tompkins County
Lehman Alternative
Community School

Ballot Scanner

GO BACK SUBMIT

BALLOT STYLE: 1000

4

Enter Ballot Number

1 2 3 4 5 6 7 8 9 0

€ £ ¥ _ ^ [] { } continue

123 § | ~ ... \ < > ! ? 123

ABC ABC redo

Voter's Name is in the Poll Book Name Change

Enter the requested information on the Signature Card and have the voter sign their new name on the Signature Card.

SIGNATURE CARD

Please print

VOTER'S NEW NAME: PAULETTE V. JONES

VOTER'S OLD NAME: PAULETTE V. MANOS

VOTER'S ID NUMBER: 204456

VOTER: PLEASE SIGN YOUR NEW NAME IN THE BOX BELOW:

Paulette Jones

Put the completed Signature Card into the blue Election Returns Bag (B).

Voter's Name is in the Poll Book Name Change

Enter the name change information
into Section I of the Challenge Report.

SECTION I NAME OR ADDRESS CHANGE	SECTION III ASSISTANCE PROVIDED
NAME: <u>WADE WYKSTRA</u>	NAME: _____
ADDRESS: <u>205 WARREN PL</u>	ADDRESS: _____
VOTER ID #: <u>216835</u>	VOTER ID#: _____
NEW NAME: _____	REASON FOR ASSISTANCE: _____
NEW ADDRESS: <u>401 CLIFF PARK RD</u>	PERSON PROVIDING ASSISTANCE
	NAME: _____
NAME: <u>PAULETTE MANOS</u>	ADDRESS: _____
ADDRESS: <u>266 WESTWOOD KNOLLS</u>	
VOTER ID #: <u>204456</u>	NAME: _____
NEW NAME: <u>PAULETTE V. JONES</u>	ADDRESS: _____
NEW ADDRESS: _____	VOTER ID#: _____
	REASON FOR ASSISTANCE: _____
NAME: _____	PERSON PROVIDING ASSISTANCE
ADDRESS: _____	NAME: _____
VOTER ID #: _____	ADDRESS: _____
NEW NAME: _____	VOTER ID#: _____
NEW ADDRESS: _____	REASON FOR ASSISTANCE: _____
	PERSON PROVIDING ASSISTANCE
	NAME: _____
	ADDRESS: _____

Challenge Report

PLEASE GIVE TO THE INSPECTOR FOR:

Tompkins County Board of Elections

128 East Buffalo Street
Ithaca, New York 14850
Fax: (607) 274-5533
www.Votetompkins.com



Stephen M. DeWitt
Democratic Commissioner
(607) 274-5522

Tamara Scott
Republican Commissioner
(607) 274-5521

CHALLENGE REPORT

Use for Name and/or Address change, Court Order, Assistance Provided.
Previously behind Tab 7

There will be one packet for each Election District.
Please sign the Inspector Challenge Report.

Return to your PSM at closing.

PSM, please place in your "ELECTIONS RETURN B BAG"

Challenge Report

INSPECTOR CERTIFICATION

WE, the undersigned Election Inspectors, do hereby certify that we have completed this Challenge Report; that it contains the list of persons with name and/or address changes; Court Orders, and voters needing assistance. Those needing assistance were administered the required oath (in binder). This report also contains the list of voters who voted by court order and that all entries are a true and accurate record of our proceedings on this Election Day.

Democratic Election Inspector

Republican Election Inspector

Democratic Election Inspector

Republican Election Inspector

NOTE: any voter that is entered into any of these sections of the Challenge Report MUST have an address inside this Election District.

If the voter's address is not in said Election District

DO NOT enter the information.

DO NOT let the voter sign for a ballot or issue the voter a ballot.

Send the voter to their correct Election District and Polling Place.

Challenge Report

SECTION I NAME OR ADDRESS CHANGE	SECTION III ASSISTANCE PROVIDED
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
VOTER ID #: _____	VOTER ID#: _____
NEW NAME: _____	REASON FOR ASSISTANCE: _____
NEW ADDRESS: _____	
	PERSON PROVIDING ASSISTANCE
	NAME: _____
	ADDRESS: _____
NAME: _____	
ADDRESS: _____	NAME: _____
VOTER ID #: _____	ADDRESS: _____
NEW NAME: _____	VOTER ID#: _____
NEW ADDRESS: _____	REASON FOR ASSISTANCE: _____
	PERSON PROVIDING ASSISTANCE
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
VOTER ID #: _____	VOTER ID#: _____
NEW NAME: _____	REASON FOR ASSISTANCE: _____
NEW ADDRESS: _____	
	PERSON PROVIDING ASSISTANCE
	NAME: _____
	ADDRESS: _____

Primary Elections

- If a party is having a Primary Election, only voters enrolled in that party can vote in that Primary; for example, only Republicans can vote in a Republican Party Primary.
- Remember that if more than one party is holding a Primary Election in your election district --- **each party will have:**
 - a) A separate set of Ballots
- If the person's name is not in the Electronic Poll Book, direct them to a Poll Site Manager or call the Board of Elections to confirm which party the person is enrolled in and that the person is in the correct polling place. If the voter is in the correct polling place the Poll Site Manager will offer them a Notice to Voters and an Affidavit Ballot.

Accessible Voting Sessions (BMD)

- If a voter asks to use the Ballot Marking Device (BMD), have the voter follow the procedure for signing the attendance sheet and signing the electronic poll book. Write “BMD” followed by a number (BMD 1, BMD 2, etc.) instead of the ballot stub number when the electronic poll book prompts you to enter a ballot stub number.
- Hand the voter a sheet of blank ballot paper and an index card - write the four digit ballot ID number for your election district on the card (the number is located in the lower right hand corner of any ballot or on the Ballot Log).
- Direct the voter to a Poll Site Manager who will facilitate the Accessible Voting Session for the voter.

Court Orders

- If the voter obtains a Court Order and presents it at your polling place, follow the directions in the Court Order. Be sure that the Court Order directs the voter to vote in your election district. In a Primary election, be sure that the Court Order states the political party whose Primary the voter can vote in.
- A properly executed Court Order allows the voter to vote using the same ballot as all voters that have signed the Electronic Poll Book.
- Be sure that the voter signs their name in your presence on the Court Order. Write the Stub Number next to their signature and have an Inspector from each party write their initials on the Court Order.
- The inspector will note the information in Section IV of the Challenge Report. Place the Court Order in the blue Election Returns Bag.

Spoiled Ballots

- If the voter requests a new ballot because of a mistake while filling out his/her selections, the voter must return to the Inspector table and surrender their ballot. For privacy, the Inspector should instruct the voter to fold the ballot in half.
- After confirming that the ballot is one from their election district, an Inspector should mark the ballot as spoiled by writing “SPOILED” in large letters across the top of the back of the ballot, and have an Inspector from each party initial it. The Inspectors must NOT look at any of the marks on the spoiled ballot. Place the “SPOILED” ballot in the cardboard carton labeled “Non-Voted Ballots and Stubs Box.”
- Process the Voter again with the Poll Pad:
 1. Look the voter up in the Poll Pad and select the voter.
 2. Choose the ballot to spoil and the reason.
 3. Select “Issue Spoiled Ballot.
 4. Enter the password provided.
 5. Enter the new stub number.
 6. Issue the voter a new ballot.

Spoiled Ballots

- A voter is allowed to spoil two ballots – the third ballot given to a voter will be his/her last.
- Remind any voter that surrenders a ballot to be spoiled that they are limited to three ballots.
- This may result in some voters having two or even three ballot stub numbers in the electronic poll book.
- A voter is allowed to spoil two ballots – the third ballot given to a voter will be his/her last.
- Remind any voter that surrenders a ballot to be spoiled that they are limited to three ballots.

Spoiled Ballots

11:40 AM Tue Oct 5

MENU 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021


Tompkins County
Lehman Alternative
Community School

Precinct Records: 1381
Checks: 2 (SB: 0)

ADD AFFIDAVIT START OVER

DUL HEN Search ADVANCED SEARCH

SEARCH RESULTS: 1


 Dullea, Henrik N 10/21/1941 - Democratic 409 WARREN PL, ITHACA, NY 14850 VOTER ID: 234192	Voted	Lehman Alternative Community School Precinct: Ithaca City 001001 Split 125 Ballot Style: 1000	CHK: 10/05/2021, 11:39:53
--	--------------	---	---------------------------

Spoiled Ballots

11:40 AM Tue Oct 5

MENU

2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

Tompkins County
Lehman Alternative
Community School

GO BACK

Reset

Voter Has Already Voted


Dullea, Henrik N

- Democratic

409 WARREN PL, ITHACA, NY 14850

Precinct Ithaca City 001001, Split 125

This voter has already voted. If the voter swears he or she did not already vote, you may issue an Affidavit Ballot.

For further information or assistance, please call Election Office at:
 555-555-1234

CANCEL CHECK-IN

ISSUE SPOILED BALLOT

ISSUE AFFIDAVIT BALLOT

Spoiled Ballots

11:40 AM Tue Oct 5
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021
Reset

Tompkins County
Lehman Alternative
Community School

GO BACK SPOIL BALLOT

Spoil Ballot

Dullea, Henrik N
409 WARREN PL, ITHACA, NY 14850

Choose the ballot(s) to spoil:

1000

Choose Reason

Voter Error

Spoiled Ballots Remaining:
• 1000 ballot style: 2

Voters who mishandle their ballot are only entitled to one additional ballot and must cast the replacement ballot.

You will need to hit the button that indicates the Ballot ID # of the ballot being spoiled and the button that indicates the reason for spoiling the ballot is “Voter Error”.

Spoiled Ballots

11:40 AM Tue Oct 5

MENU 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

Tompkins County
Lehman Alternative
Community School

GO BACK SPOIL BALLOT

Spoil Ballot

Dullea, Henrik N
409 WARREN PL, ITHACA, NY 14850

Choose the ballot(s) to spoil:

1000

Choose Reason

Voter Error

Spoiled Ballots Remaining:
• 1000 ballot style: 1

Voters who mishandle their ballot are only entitled to one additional ballot and must cast the replacement ballot.

Once you hit those two buttons, you will hit the button that says “Spoil Ballot”.

Spoiled Ballots

11:40 AM Tue Oct 5
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

Tompkins County
Lehman Alternative
Community School

Ballot Scanner

GO BACK SUBMIT

BALLOT STYLE: 1000

3

Enter Ballot Number

1 2 3 4 5 6 7 8 9 0

@ # \$ % & * () ' "

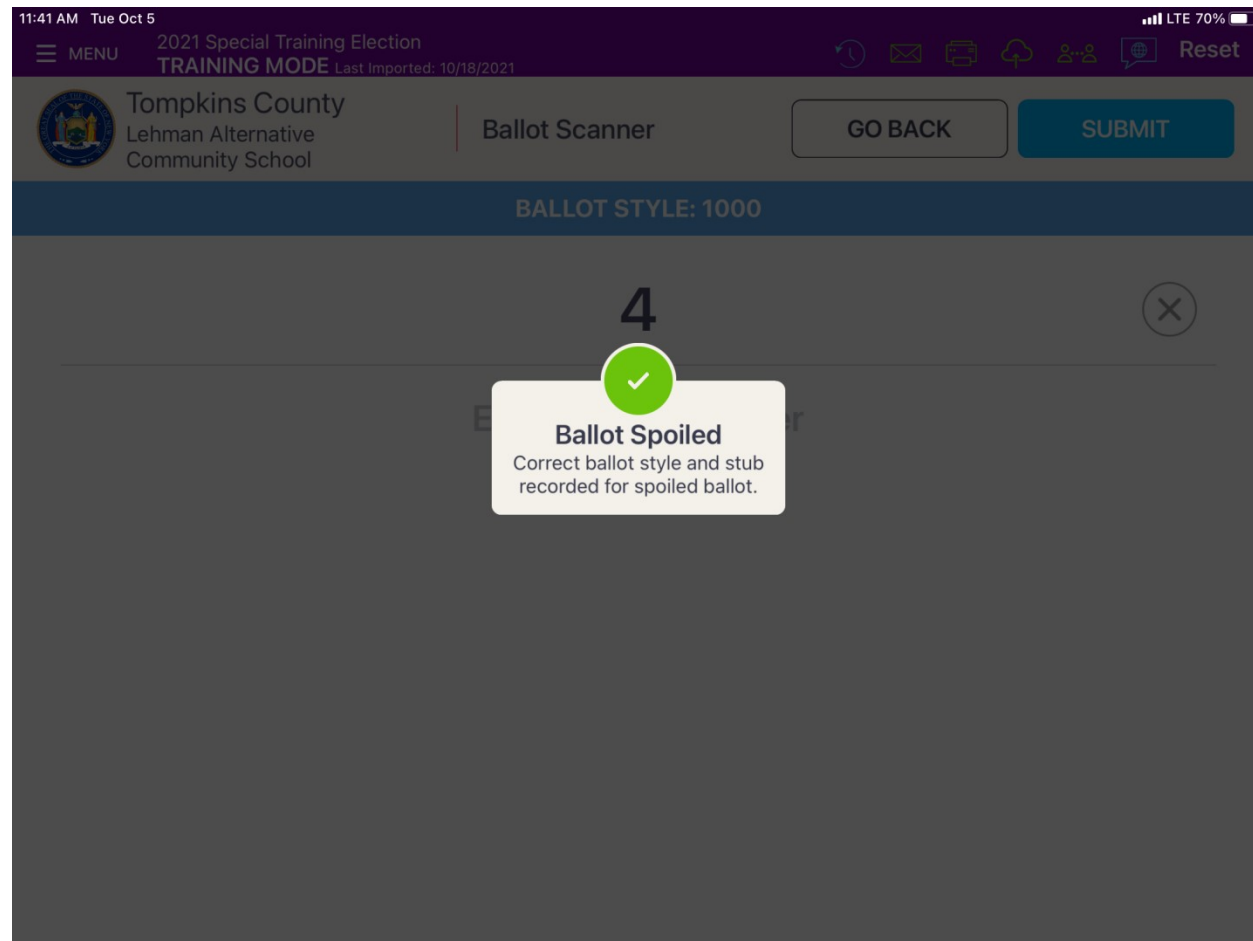
continue

#+= % - + = / < > ! ? #+=

ABC undo ABC

Enter the Ballot Stub Number and hit the button that says “Submit”.

Spoiled Ballots



Abandoned Ballots

- An abandoned ballot is a ballot that has been left behind by a voter and it cannot be determined who the voter is OR it is a ballot that is returned to an election official by a voter who indicates that they have no interest in voting the ballot.
- If the abandoned ballot is found within the five foot marker for the voting machine, the ballot shall be cast by a bipartisan team of election workers.
- If the abandoned ballot is found outside the five foot marker, the ballot shall be returned to the proper election district in the polling place.

Abandoned Ballots

- If an abandoned ballot is returned to your election district, make sure the ballot belongs to your election district.
- Fold the ballot in half and mark the ballot as abandoned by writing “ABANDONED” in large letters on the top of the back side of the ballot.
- Note on the ballot where it was found.
- Have an Inspector from each party initial the ballot.
- Then place the ballot into the cardboard carton labeled “Non-Voted Ballots and Stubs Box”.

Voter's Name is Not in Poll Book

IMMEDIATELY REFER THE VOTER TO A POLL SITE MANAGER

The Poll Site Manager will handle ALL of the details regarding Affidavit Ballots

- **The Poll Site Manager will Confirm what Election District (ED) the voter lives in** (Consult the tablet or call the Board of Elections). This important because the candidates and offices on the ballots may differ from polling place to polling place.

If the voter lives in the ED you are working in, the Poll Site Manager shall:

- Show the voter the Notice to Voters;
- Offer the voter an Affidavit Ballot and an Affidavit Ballot Envelope.

If the voter does not live in the ED you are working in, the Poll Site Manager shall:

- Print out a tape from the Poll Pad that indicates the correct polling place and directions.

Referring a Voter to a Poll Site Manager

You should refer a voter to a Poll Site Manager when:

- **The voter's name is not in the Poll Pad.**
- **The address that the voter gives you is not the address listed in the Poll Pad.**
- **The voter is required to present identification at the polling site, but did not present ID:**

Absentee Ballots

- If an Absentee Ballot is dropped off at your poll site, write on the ballot envelope:
 - a) **Received (date of Election)**
 - b) **and one inspector from each party should initial the ballot.**

DO NOT OPEN BALLOT
Place it in the blue Election
Returns Bag.

- A voter can vote in person even if they voted by Absentee Ballot (their absentee ballot will not be counted).

Emergency Ballots

- If the voting machine fails to operate as expected, one of the Poll Site Managers will open the Emergency Ballot Compartment on the voting machine and instruct voters to insert their completed ballots into that compartment.
- The Poll Site Manager will then call the Board of Elections immediately.
- When the voting machine is working again, the Poll Site Managers will close and re-lock the Emergency Ballot Compartment.
- The ballots will be tabulated and combined with the other ballots after the polls close (see “Closing the Polls”).

Challenges

- Any person may be challenged as to their right to vote by a Poll Site Manager, Inspector, Poll Watcher, or any registered voter properly in the polling place. **No challenges can be made until the voter tells the Inspectors his/her name and address.** It is important that any challenge be taken seriously and is properly dealt with. Call the Board of Elections if you have a situation where a voter's right is being challenged and you are unsure how to proceed.
- Some common reasons for challenging:
 - a) The voter's signature does not match the current registration signature.
If you are satisfied that the signature is that of the voter, have them sign signature card.
 - b) Someone else using the same name has already voted.
 - c) The person is believed not to reside at his or her registered address. If a voter is challenged, be sure to fill out Section II of the Challenge Report at the beginning of Poll Book.

Write-In Votes

- A voter may cast a write-in vote for any office and for any person whose name does not appear on the official ballot for that office.
- Instructions on write-in vote procedures are listed on the paper ballot that you issue to the voter.
- Refer all voters with questions about writing-in to the instructions at the bottom of the paper ballot, or to the “How to Vote” poster that is displayed, or to the instructions that are inside each yellow voting booth.

Voter Assistance

- Any voter may be assisted by another person of their choice as long as the person is not a representative of their union or their employer.
- If a voter did not bring anyone to assist them they may be assisted by two Inspectors, one from each political party.
- If a voter needs assistance, they must request assistance at the time they sign in to vote, or while using the Ballot Marking portion of the machine.
- Check the box on the Poll Pad that is labeled “Assistance”
- Enter the name and address of the person(s) assisting the voter.
- Have the person designated to assist the voter sign the oath on the Poll Pad.

Assistance Requested

11:36 AM Tue Oct 5

MENU 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

Tompkins County
Lehman Alternative
Community School

Precinct Records: 1381
Checkins: 0 (SB: 0)

START OVER

ADA LOR Search ADVANCED SEARCH

Insert the first three letters of Lorrene Adams Last and First Names and hit the button that says “Search”.

Assistance Requested

11:36 AM Tue Oct 5
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

MENU

Tompkins County
Lehman Alternative
Community School

Precinct Records: 1381
Checkins: 0 (SB: 0)

ADD AFFIDAVIT

START OVER

ADA

LOR

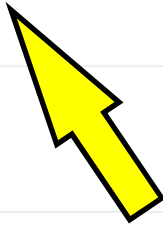
Search

ADVANCED SEARCH

SEARCH RESULTS: 1

Adams, Lorrene A
[REDACTED] - Democratic
316 HECTOR ST, ITHACA, NY 14850
VOTER ID: 229255

Lehman Alternative
Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000



Hit anywhere in the white background to bring up the voter's record.

Assistance Requested

11:36 AM Tue Oct 5
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021
Reset

Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION

GO BACK

ACCEPT

Verify voter information and tap accept to continue

SPEAK

Lorrene A Adams
DOB: [REDACTED]
316 HECTOR ST, ITHACA, NY 14850

Voter ID:	Status:	Party:	Precinct:	Split:	Reg. Date:
229255	Active	Democratic	Ithaca City 001001	125	1992-10-09

Provisional


Registration

Administer Oath

After verifying the voter's information, hit the button that says "Accept".

Assistance Requested

11:36 AM Tue Oct 5
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021
MENU

 **Tompkins County**
Lehman Alternative
Community School


SIGNATURE
CONFIRMATION

GO BACK

DONE SIGNING

Have voter sign and select DONE SIGNING.

Lorrene A Adams
Party: Democratic
316 HECTOR ST, ITHACA, NY 14850
Precinct: Ithaca Split: 125
City 001001

 LISTEN TO OATH

CLEAR SIGNATURE




I swear or affirm that I reside at the address above and am eligible to vote in this election.

x

After the voter has signed their name,
hit the button that says "Done Signing"

Assistance Requested

11:36 AM Tue Oct 5
2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021
MENU

 Tompkins County
Lehman Alternative
Community School

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

Lorrene A Adams
316 HECTOR ST, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Active

DOB: [REDACTED]
Voter ID: 229255

Party: Democratic
Ballot Style: 1000

Signature on File
Signature on Election Day

☐ Challenge Report ☐ Assistance Requested

Initial

Hit the square that says "Assistance Requested".

Assistance Requested

11:38 AM Tue Oct 5 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

Tompkins County
Lehman Alternative

POLL WORKER

START OVER SUBMIT

Assistance Required

Steve DeWitt 128 E Buffalo St. NY 14850

REASON1

LISTEN TO OATH

CLEAR SIGNATURE

I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket he or she had voted, or anything occurring within the voting booth except when required pursuant to law to give testimony as to such a matter in a judicial proceeding.

Initial

Immediately, a screen containing an oath will appear, that the person assisting the voter needs to sign. First, their name and address will need to be entered. Once they have signed their name, hit the button that says "Continue"

Assistance Requested

The screenshot shows a mobile application interface for a 2021 Special Training Election. At the top, a purple header bar displays the time (11:38 AM), date (Tue Oct 5), and election name (2021 Special Training Election). Below the header, a navigation bar includes a menu icon, the election name, and a 'Reset' button. The main content area is titled 'Tompkins County' and 'Lehman Alternative Community School'. It features a 'POLL WORKER CONFIRMATION' section with 'START OVER' and 'SUBMIT' buttons. A yellow arrow points to the 'SUBMIT' button. Below this, a section titled 'CONFIRM THE VOTER'S INFORMATION' displays voter details for Lorrene A Adams, including address, precinct, split, status, party, and ballot style. To the right of the text are two signature boxes: 'Signature on File' (redacted) and 'Signature on Election Day' (handwritten). At the bottom, there are two checkboxes: 'Challenge Report' (unchecked) and 'Assistance Requested' (checked). A yellow arrow points to the 'Assistance Requested' checkbox. To the right of the checkboxes is a box for 'Initial' with handwritten initials 'LAD' and a yellow arrow pointing to it.

11:38 AM Tue Oct 5 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

Tompkins County
Lehman Alternative
Community School

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

Lorrene A Adams
316 HECTOR ST, ITHACA, NY 14850
Precinct: Ithaca City 001001 DOB: [REDACTED]
Split: 125 Voter ID: 229255
Status: Active

Party: Democratic
Ballot Style: 1000

Signature on File [REDACTED]

Signature on Election Day [Handwritten Signature]

☐ Challenge Report ☒ Assistance Requested

Initial [Handwritten Initials]


The screen above will appear which shows a check mark in the box that say "Assistance Requested". This means that the voter has been entered into the electronic poll book as requesting and receiving assistance. You will not need to enter this information into a Challenge Report.

At this point, you then hit the "Submit" button and process the voter as normal.

Assistance Requested

11:38 AM Tue Oct 5

MENU 2021 Special Training Election
TRAINING MODE Last Imported: 10/18/2021

 Tompkins County
Lehman Alternative
Community School

Ballot Scanner


GO BACK

SUBMIT

BALLOT STYLE: 1000

1

Enter Ballot Number

1	2	3	4	5	6	7	8	9	0	
€ @	£ #	¥ \$	- &	^ *	[(])	{ ,	} "	continue	
#+=	%	 ~	- +	... =	\ /	< ;	> :	! ,	? .	#+=
ABC								undo	ABC	

Assistance Requested



Lorrene A Adams

Processed Successfully

Ballot Style 1000 Precinct: Ithaca City 001001 Split: 125

Touch anywhere on the screen to continue.

It Is Now 8PM

(Time to Begin Thinking About Closing the Polls)

- During the last hour of voting, both the Poll Site Managers and Election Inspectors should review their respective Poll Closing Check Lists.
- Make sure you understand each step of the Closing the Polls process. If you do not understand a step, this is a good time to call the Board of Elections.

Closing the Polls

- At 9 PM, a Poll Site Manager should announce that the polls are closed and the doors should be locked.
- Any voter who is in the polling place before 9 PM shall be allowed to vote. An Inspector should stand at the end of the line if there is anyone waiting to vote at 9 PM.
- Once the polls are closed, only authorized persons may remain in the polling areas.



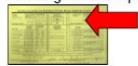








Poll Closing Checklist

Take out the **Poll Closing Checklist** you received from the Poll Site Manager in the morning. **Be sure to follow the instructions.**

PSM Poll Closing Checklist – Election Day

Check off the boxes as steps are completed Page 1 of 2

If you have any Emergency Ballots, call the Board of Elections. Otherwise, start on Step 3.

<p>THE STEPS ON THIS CHECKLIST MUST BE FOLLOWED IN ORDER</p>	<p>1 <input type="checkbox"/></p> <p>After polls close, open the emergency ballot compartment. If emergency ballots were cast, scan them as bi-partisan team.</p>  <p>If any emergency ballots cannot be scanned, sort the ballots by election district and put the ballots inside the appropriate Emergency Ballots Canvassed by Hand Bag.</p> <p>Give this bag to the appropriate Inspectors to be canvassed by hand.</p>	<p>2 <input type="checkbox"/></p> <p>Press the Security Key to the security key pad and select the "Close Polls" option. Two Poll Closing Results tapes will print automatically: one for the Blue Poll Closing Bag (A) and one to post next to the Poll Opening Zero Report tape. Remove all tapes when you leave.</p> 	<p>3 <input type="checkbox"/></p> <p>On the Machine Seal Report write the Protective Counter and Total Scanned Ballots numbers from Poll Closing Results tape.</p>  <p>4 <input type="checkbox"/></p> <p>Put one Poll Closing Results tape inside the Blue Poll Closing Bag (A).</p> 	<p>5 <input type="checkbox"/></p> <p>Select "Power Down" option on the Administrative menu.</p>  <p>The display will prompt "Are you certain you wish to shut down tabulator?" Enter "Yes."</p> 	<p>6 <input type="checkbox"/></p> <p>After you enter "Yes" the administrative screen will go dark within 10 seconds. Once the screen goes dark the small right hand light on the front of the machine will begin flashing red. The left hand light will stop blinking between green and red.</p>	<p>7 <input type="checkbox"/></p> <p>Cut door Seal #1. Remove poll worker flash card. Place cut seal and flash card in Blue Poll Closing Bag (A). Seal the bag using a click seal. This bag must be returned to the BoE ASAP per the bag instructions. THIS STEP MUST BE COMPLETED BY 9:10 PM.</p> 
	<p>8 <input type="checkbox"/></p> <p>Place a new door seal on poll worker flash card door Seal #1. Record seal number on Machine Seal Report.</p> 	<p>9 <input type="checkbox"/></p> <p>Show the second Poll Closing Results tape to the Inspectors at each election district. Verify the total ballots scanned for their district. Inspectors do not need to sign.</p> 	<p>10 <input type="checkbox"/></p> <p>If you are using a tower (Print on Demand) -</p> <p>Work with the inspectors to fill out the Ballot Transmittal/Reconciliation form.</p> <p>For the Poll Print Cabinet, turn off the tablet, then the printer, then the Power Supply (in this order).</p> <p>Unplug from the wall.</p>	<p>11 <input type="checkbox"/></p> <p>Verify the seal number on the ballot box door was recorded on the Machine Seal Report. Cut the seal on the ballot box door. Unlock and open ballot box door.</p> <p>Place the used Pull Seal in the Blue election Returns Bag (B).</p>	<p>12 <input type="checkbox"/></p> <p>Remove Blue Ballot Bag (C).</p> 	<p>13 <input type="checkbox"/></p> <p>Remove write-in ballots from compartment on the right side of ballot chamber and place the ballots in the Red Write-in Bag. Put Red Write-in Bag inside Blue Ballot Bag (C).</p> 

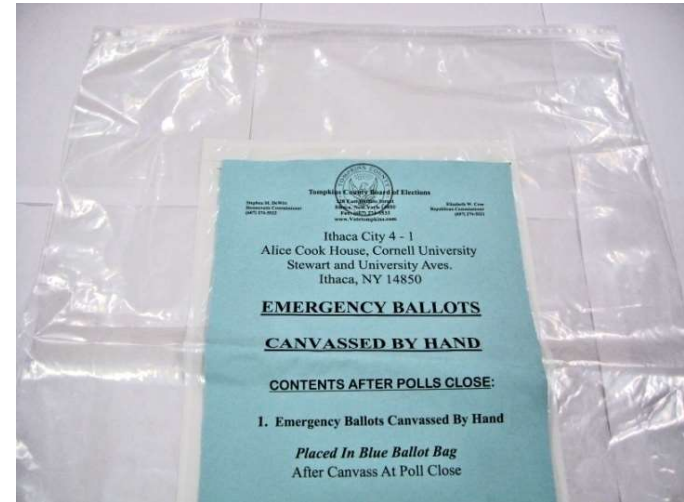
Poll Closing Checklist Item 1

- Receive any emergency ballots that cannot be scanned from a Poll Site Manager, and canvass them by hand. Record the votes on the **Tally Sheet** that is in the **Emergency Ballots Canvassed by Hand Bag**.

EMERGENCY BALLOTS CANVASSED BY HAND TALLY SHEET

	1	2	3	4	5	6	7	8	9	10	11
A											
B											
C											
D											
E											
F											
G											
H											
I											
Write In											

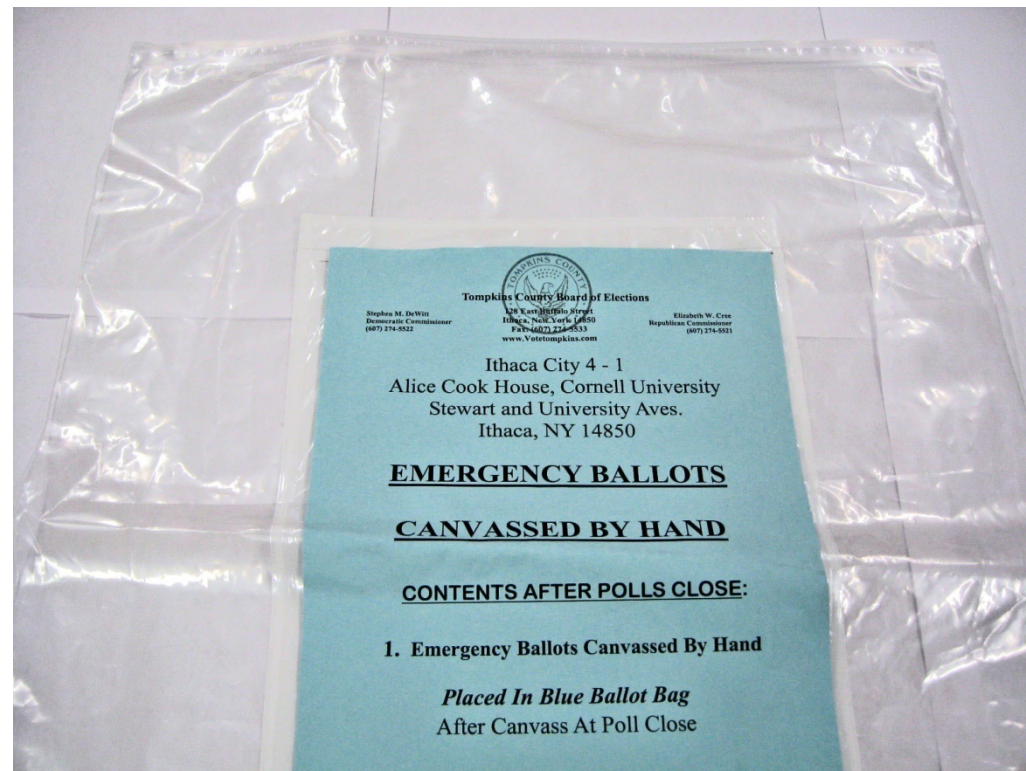
ELECTION DATE: _____
CITY/TOWN: _____
ELECTION DISTRICT: _____



**If there are no
Emergency
Ballots to
canvass, you can
skip to Step #3**

2

- After canvassing the emergency ballots, place them in the **Emergency Ballots Canvassed by Hand Bag**, and give that bag to a Poll Site Manager.



2

- Place the Tally Sheet for the Emergency Ballots and any notes in the blue **Election Returns Bag**.



3

- Record the number of Emergency Ballots Canvassed by Hand, and the number of Absentee Ballots delivered to the polls on the **Poll Closing Certification and Ballot Log**
- If you have a tower (Print on Demand), record information on the Ballot Transmittal Sheet.5**

TOMPKINS COUNTY BOARD OF ELECTIONS
CLOSING CERTIFICATION AND BALLOT LOG

June 26th 2018
Brooktondale Fire Hall
Caroline 02

On this day, AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:

☐ We have reviewed the Poll Closing Tape that was printed by the Voting Machine, and confirmed the total number of ballots scanned and tabulated for our Election District (ED), and placed that number on line "A" in the log below

☐ We have accounted for all of the ballots for our Election District (ED) per the following schedule:

TOTAL BALLOTS SCANNED AND TABULATED for ED:	A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND:	B. _____
TOTAL BALLOTS SPOILED/ABANDONED:	C. _____
TOTAL UNUSED PREPRINTED BALLOTS:	D. _____
TOTAL UNUSED PIECES OF BLANK BMD BALLOT PAPER:	E. <u>5</u>

(If a piece(s) of blank BMD Ballot Paper was used, change the number on line "E" accordingly)

TOTAL VOTERS (A + B): _____ TOTAL BALLOTS USED (A + B + C): F. _____

TOTAL NUMBER OF UNUSED BALLOTS (D + E): G. _____

TOTAL BALLOTS (F + G): H. _____

If the Number on Line H is different than the number on Line 5 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

☐ The number of ABSENTEE BALLOTS that were delivered to us at the polls today and placed UNOPENED in the Election Returns Bag was _____

☐ We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
Give to POLL SITE MANAGER to be returned with Elections Returns Bag.

4

- After reviewing the **Poll Closing Results Tape** with a Poll Site Manager, record the Total Scanned number (from the results tape) on the **Closing Certification and Ballot Log (Next to letter "A")**.

If you are in a polling place with more than one ED, be sure that you record the number for your ED. If you are working in a polling place using more than one machine, be sure to get the "Total Scanned" number from each machine and add them together.

TOMPKINS COUNTY BOARD OF ELECTIONS
CLOSING CERTIFICATION AND BALLOT LOG

June 26th 2018
Brooktondale Fire Hall
Caroline 02

On this day, AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:

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TOTAL BALLOTS SCANNED AND TABULATED for ED:	A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND:	B. _____
TOTAL BALLOTS SPOILED/ABANDONED:	C. _____
TOTAL UNUSED PREPRINTED BALLOTS:	D. _____
TOTAL UNUSED PIECES OF BLANK BMD BALLOT PAPER:	E. <u>5</u>
<small>(If a piece(s) of blank BMD Ballot Paper was used, change the number on line "E" accordingly)</small>	
TOTAL VOTERS (A + B):	F. _____
TOTAL BALLOTS USED (A + B + C):	G. _____
TOTAL NUMBER OF UNUSED BALLOTS (D + E):	H. _____
TOTAL BALLOTS (F + G):	I. _____

If the Number on Line H is different than the number on Line 5 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

☐ The number of ABSENTEE BALLOTS that were delivered to us at the polls today and placed UNOPENED in the Election Returns Bag was _____.

☐ We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
Give to POLL SITE MANAGER to be returned with Elections Returns Bag.

- On the Poll Pad, print the Summary Report and put it in the Blue Elections Returns Bag (B).
 - Hit the Menu Icon in the upper left hand corner of your Poll Pad Screen with your stylus.
 - Hit the white Summary Report Icon with your stylus, then hit the button that says “Print”.

- **If you have a tower (Print on Demand), Skip to Step #8**
- Record quantities of spoiled and abandoned ballots (C), unused preprinted ballots (D) and pieces of unused blank ballot paper (E) on the **Closing Certification and Ballot Log**.

TOMPKINS COUNTY BOARD OF ELECTIONS
CLOSING CERTIFICATION AND BALLOT LOG

June 26th 2018
Brooktondale Fire Hall
Caroline 02

On this day, AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:

☐ We have reviewed the Poll Closing Tape that was printed by the Voting Machine, and confirmed the total number of ballots scanned and tabulated for our Election District (ED), and placed that number on line "A" in the log below

☐ We have accounted for all of the ballots for our Election District (ED) per the following schedule:

TOTAL BALLOTS SCANNED AND TABULATED for ED:	A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND:	B. _____
TOTAL BALLOTS SPOILED/ABANDONED:	C. _____
TOTAL UNUSED PREPRINTED BALLOTS:	D. _____
TOTAL UNUSED PIECES OF BLANK BMD BALLOT PAPER:	E. <u>5</u>

(If a quantity of Blank BMD Ballot Paper was used, change the number on line "E" accordingly)

TOTAL VOTERS (A + B): _____ TOTAL BALLOTS USED (A + B - C): F. _____

TOTAL NUMBER OF UNUSED BALLOTS (D + E): G. _____

TOTAL BALLOTS (F + G): H. _____

If the Number on Line H is different than the number on Line 5 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

☐ The number of ABSENTEE BALLOTS that were delivered to us at the polls today and placed UNOPENED in the Election Returns Bag was _____.

☐ We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
Give to POLL SITE MANAGER to be returned with Elections Returns Bag.

6

- Reconcile the number of ballots for your election district on the **Closing Certification and Ballot Log**, and make sure all Inspectors sign it.

TOMPKINS COUNTY BOARD OF ELECTIONS
CLOSING CERTIFICATION AND BALLOT LOG

June 26th 2018
Brooktondale Fire Hall
Caroline 02

On this day, AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:

☐ We have reviewed the Poll Closing Tape that was printed by the Voting Machine, and confirmed the total number of ballots scanned and tabulated for our Election District (ED), and placed that number on line "A" in the log below

☐ We have accounted for all of the ballots for our Election District (ED) per the following schedule:

TOTAL BALLOTS SCANNED AND TABULATED for ED: A. _____
 TOTAL EMERGENCY BALLOTS CANVASSED BY HAND: B. _____
 TOTAL BALLOTS SPOILED/ABANDONED: C. _____
 TOTAL UNUSED PREPRINTED BALLOTS: D. _____
 TOTAL UNUSED PIECES OF BLANK BMD BALLOT PAPER: E. 5
(If a quantity of blank BMD Ballot Paper was used, change the number on line "E" accordingly)

TOTAL VOTERS (A + B): _____ TOTAL BALLOTS USED (A + B + C + E): _____
 TOTAL NUMBER OF UNUSED BALLOTS (D + E): G. _____
 TOTAL BALLOTS (F + G): H. _____

If the Number on Line H is different than the number on Line 5 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

☐ The number of ABSENTEE BALLOTS that were delivered to us at the polls today and placed UNOPENED in the Election Returns Bag was _____.

☐ We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
Give to POLL SITE MANAGER to be returned with Elections Returns Bag.

If there is a discrepancy, contact the Tompkins County Board of Elections immediately. **Put the Closing Certification and Ballot Log in the blue Election Returns Bag.**



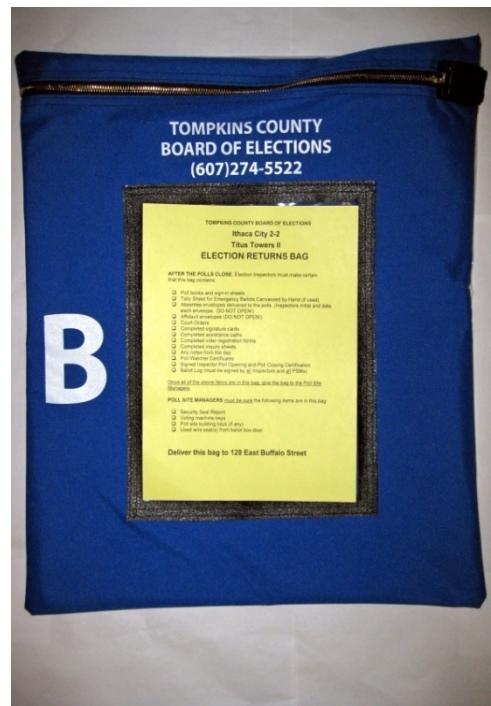
- Collect the partially used ballot pack, ballot stubs, sealed ballot packs, unused blank ballot paper and spoiled or abandoned ballots and place them in the **Non-Voted Ballots and Stubs Box.**



- Seal the box with masking tape and give it to a Poll Site Manager.

8

- Confirm that all of the items that Inspectors are responsible for (the items are listed on the yellow label on the bag) are inside the blue **Election Returns Bag (B)**. Give the bag to the Poll Site Managers.



- Before you close up the Poll Pad, be sure to SIGN OUT.
- Press the MENU icon; select Pollworkers. All Poll Workers will use this screen to SIGN OUT.

10

- Disassemble the Poll Pads by following the instructions in the Poll Pad User's Manual (page 54) in the black Inspector binder.
- To prevent damage to the Poll Pad components, please refer to page 54 to be sure you are returning each component to the correct location in the Poll Pad case.
- Remember to pack the printer **first**.
- Have you packed both styluses and all the cords?

11

- Take down all posted signs. Put the signs and all other instructional materials in the **Sign and Map Set-Up Bag**, according to the instructions on the bag label. Give the bag to a Poll Site Manager.



11

- Return any items you might have removed from the black Inspector binder. Give the binder to a Poll Site Manager.



Poll Pad Reminder

Please return all Poll Pads by placing them inside the voting machine (BMD).

No need to seal Poll Pad case.

Reminder Checklist

- Make sure the Opening /Closing Certification and Ballot Log is filled out correctly (all ballots must be accounted for), and signed by all of the Inspectors . The Opening /Closing Certification and Ballot Log is then put into the Election Returns Bag.
- Make sure all poll records are correctly dated.
- Make sure the Challenge Report is signed by all of the Inspectors.
- All notes written throughout the day concerning election day events, situations, breakdowns, etc. should be placed in the Election Returns Bag.
- Check the list on the yellow label on the outside of the Election Returns Bag to make sure all of the items on the list are inside the Election Returns Bag.
- Follow our instructions for returning the Election Returns Bag.

Checklist done

- Go home and get some sleep!!!



Thank you!!!

Thank you again for choosing to be an important part of the electoral process in New York State! Your dedication and sense of community service are appreciated. We wish you good luck as you serve our county as a Election Inspector